

MARYLAND STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD CARE
 200 West Baltimore Street • Baltimore, Maryland 21201
MARYLAND CHILD CARE CREDENTIAL APPLICATION

INSTRUCTIONS: Complete this application form and mail it with all documentation to the Office of Child Care (OCC) at the above address. Answer all questions completely in the space provided. For first application answer one of the questions on page two of the application. All applications must be accompanied by required documentation. Incomplete applications will be returned.

Applicant's Name: _____					
(Please print or type) Last		First	Middle	Maiden	
Social Security #(required): _____					
Mailing Address: _____					
Number	Street	Apt. # (if applicable)	City	State	Zip Code
Daytime Phone #:(_____) _____			Evening Phone #:(_____) _____		
E-mail: _____					

I am a: (Check the appropriate box.)					
<input type="checkbox"/> Family Child Care Provider, registration #: _____					
<input type="checkbox"/> Child Care Center Employee: (check primary position)					
<input type="checkbox"/> Director (age group(s) _____) <input type="checkbox"/> Senior Staff (Infant/Toddler) <input type="checkbox"/> Senior Staff (Preschool)					
<input type="checkbox"/> Group Leader <input type="checkbox"/> Assistant Group Leader <input type="checkbox"/> Aide (Infant/Toddler) <input type="checkbox"/> Aide (Preschool) <input type="checkbox"/> Aide (School-Age)					
<input type="checkbox"/> Other: _____ (age group(s) _____)					
Center Name _____				License #: _____	
Center Address _____					
Number	Street	City	State	Zip Code	

APPLICATION TYPE: (check only one)	<input type="checkbox"/> FIRST APPLICATION <input type="checkbox"/> UPDATE/UPGRADE <input type="checkbox"/> RENEWAL (Submit information pertaining to the previous 12 month period only.)
REQUIREMENTS	SUBMIT COPIES OF:
1. TRAINING	<ul style="list-style-type: none"> OCC Approved Training Certificates (within 5 years of application date) College grade slips/transcripts (regardless of date) College degree with accompanying transcript from an accredited college or university. (Foreign degrees must be translated and evaluated.)
2. PROFESSIONAL ACTIVITIES (Must be within the previous 12-month period.)	<ul style="list-style-type: none"> Professional organization membership card(s) Canceled checks Letters of acknowledgement of participation in professional activities Other documentation, as appropriate.
3. EXPERIENCE	<ul style="list-style-type: none"> <u>Family Child Care Provider</u> – Copy of any family day care certificate of registration, including current certificate, if applicable. <u>Center Staff</u> - letter of employment on center letterhead or other documentation Any other documentation of experience, letters, time sheets, staff evaluation card, etc.

I affirm that <u>all</u> information on this application and <u>all</u> attached documentation is true and correct. I understand that if I have had a child care license or registration suspended or revoked I may not be eligible to participate in the credential program. I further understand that there are penalties for giving false statements. I have attached <u>all</u> required information including, documentation of training, professional activity, and experience. My signature below makes this statement binding.	
Signature of Applicant: _____	Date: _____

Keep a copy of the completed application (Page One and Two) and all documentation for your files.

OCC 280 (Revised 7/05) - *All previous editions are obsolete.*

MARYLAND CHILD CARE CREDENTIAL APPLICATION – PAGE TWO

- In 300 to 500 words answer one of the questions below.
- Your answer is to be handwritten and legible.
- Check the box next to the question you are answering.
- Attach additional pages, if necessary.

☐ Why did you become a child care provider?

☐ Why do you want to get the Maryland Child Care Credential?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.